

INCIDENT SUPPLY UNIT DEMOBILIZATION

These guidelines are intended to assist a "Supply Demobilization Specialist". This individual provides the Supply Unit Leader direction in properly demobing the incident Supply Unit. The following direction will assist Supply Unit Leaders and Supply Demob Specialists in properly processing, packaging, loading, shipping, and documenting the returns of all supplies and equipment to Northern Rockies Fire Cache standards. Cache Demob Specialists should be requested on large incidents and will be sent depending on availability.

GUIDELINES

All equipment/supplies being demobed from the incident will be documented on a Fire Waybill. THERE WILL BE DOCUMENTATION AND ACCOUNTABILITY FOR ALL EQUIPMENT AND SUPPLIES REMOVED FROM THE INCIDENT.

Normally there is some fire cache equipment still being used on the incident after the Supply Unit has sent most shipments back to local/regional caches. This equipment (especially capital property and sensitive equipment such as generators, chain saws, etc.) should be documented as staying on the incident for further use. The Supply Unit Leader should get the name, signature, and position of the person retaining the goods. A copy of the AD-107 temporarily transferring said property should be sent to the nearest receiving Category One Cache.

If property items and supplies are considered unserviceable, lost, or destroyed on the incident, and AD-112 should be prepared. If property-numbered items are involved, notify the cache as soon as possible.

Some equipment should be returned as soon as it is no longer needed. This is usually equipment of which the cache system has a minimal inventory or is of a sensitive nature. Radio modules, pumps, generators, hose rollers, and chain saws are examples of items that fit this category. This will assist in a faster turn around through the reconditioning process and enable the equipment to be reissued to another incident if needed.

Contact District, Forest, Agency and Regional caches and notify them of your demob intentions. Ask for any special instructions; find out what their hours of operation are. Ensure you don't send trucks with inadequate lead time to travel and unload. Expect possibility of drivers to require lodging in Missoula and return the next day depending on time factors.

All hose will be rolled. Document and destroy any lengths shorter than 50 feet. Red tag or identify an obviously damaged hose greater than 50 feet in length. Unrolled or improperly watermelloned hose will not be accepted at the Cache.

Sleeping bags will be rolled or bundled. Shove 9 bags into one to create one bundle (make sure they are not used as garbage containers!). Document and destroy any bags that are torn, ripped, or so dirty they cannot be cleaned. This will save both shipping and cleaning costs.

Do not ship fuel in equipment or fuel cans. Drain fuel from lanterns, heaters, generator, saws, orchard heaters, drip torches, etc. Fuel containers and equipment will be drained and purged! **Do not return flammable liquids** to fire caches, the caches will not accept any flammable liquids and they will be returned to the incident.

Do not ship disposable equipment that has been used; 5 gallon plastic containers (cubitainers), one quart plastic canteens, gloves, files, batteries, etc. Instead, properly dispose of them and document.

Make an attempt to ship full unbroken cases in separate vehicles. If possible, do not mix partial and full cases. Adhering to this guideline when the Supply Unit's demob begins will certainly assist cache personnel in crediting your incident and assure immediate return of full cases to stock, for reissue.

Separate new, used, dirty, and clean supplies. Do not ship together in the same carton. All items shipped in other than original cartons should be marked as to internal contents.

Prior to returning radio cache modules, DAcK units, or telecommunications kits, make sure they have been appropriately sealed. Have the unit which used inventory the units seal them. Do not ship these units unsealed.

When packing transport vehicles, load heavier items on the bottom. Avoid standing on boxes that subsequently crushes cartons causing destruction of their contents. DO NOT OVERLOAD VEHICLE.

Mobile Cache Vans will be returned to the nearest cache. Do not repack the Mobile Cache Van with the contents they originally arrived with. If a Mobile Cache Van came from a pre-staged location, **do not** return it to that location.

TRANSPORTATION

The fire caches have a small fleet of light trucks that are available most of the time for hauling fire equipment and supplies; it is a great cost savings over commercial transportation. Other possibilities for transportation are the use of rental or common carriers. When a common carrier is used for transporting government property, a seal should be placed on the doors of the enclosed trailers or van box. This seal number should then be recorded on the Fire Waybill.

Each vehicle loaded to return supplies to the cache will provide the driver of that vehicle a Waybill identifying what items are on the vehicle. Form OF-285 is available for this purpose.

The waybill will also list each item and quantity loaded. All capital and numbered kits will have the appropriate numbers listed indicating each item.

The waybill will list the vehicle number and name of the contractor hauling the load.

Any hazardous material, fusees, LPG, etc., listed on the drivers copy of the waybill will be **HIGHLIGHTED** and the driver advised of the material.

Under no circumstances will any **FLAMMABLE LIQUID**, (gasoline, diesel, etc.), be transported on vehicles returning to the cache. If there is some question regarding transportation of hazardous material, or whether an item is considered hazardous, or you have placarding questions, contact your fire cache.

A copy of the Waybill will be retained by the incident in the final package.

The Waybill must be signed by the Supply Unit Leader, thus indicating that the vehicle contains the listed items and is properly loaded.

IN SUMMARY

Communicate with your receiving Category One cache, don't be afraid to ask for guidance! Let them know what you are shipping and how and when it will get there. Properly document all property transfers. Control you helpers by giving explicit packing/loading instructions and monitor their progress. Use only R & D Managers for Fire Waybill documentation. Load every vehicle as if you were on the receiving end attempting to unload and credit those supplies from that incident.